

Quick Start
For
Dragon Naturally Speaking 8 Preferred

Prepared by

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INITIAL STEPS FOR USING DRAGON

STEP ONE

- Log in and put in user name.
- Select UK English
- Position microphone
- Test for microphone volume
- Check speech to noise ratio

STEP TWO

Train the voice recognition system with one of the following selections. This takes a good reader ten to twenty minutes. Make sure you use a normal speaking voice.

VocaLinks Teaching Tips for Educators (Reading for Educators)

Talking to your computer (Easier Reading: Instructional)

Red Riding Hood (Easy Reading, max 20 word phrases)

Jack and the Beanstalk (Easy Reading, max 12 word phrases)

Talking to your Computer (Modified for max 5 syllable phrases)

Kennedy's Inaugural Address (Medium Reading: Historical Speech)

Dave Barry in Cyberspace (Medium Reading: Humour)

Dogbert's Top Secret Management Handbook (Harder Reading: Humour)

Stories Written by Children (Reading for Children)

Alice's Adventures in Wonderland (Reading for Teens: Fantasy)

PERSONAL NOTE:

Jack and the Beanstalk took nine minutes to read. There were only 9 to 12 words on the screen at a time and the vocabulary was fairly elementary. It ignored the small mistakes I made e.g. substituting 'and' for 'the'. Dave Barry's article was more difficult to read and it displayed more words at a time.

STEP THREE

After the initial training, the program will look at documents and email to determine your style. This is recommended but not necessary.

STEP FOUR

Take the tutorial which is found in the Dragon Naturally Speaking Help menu.

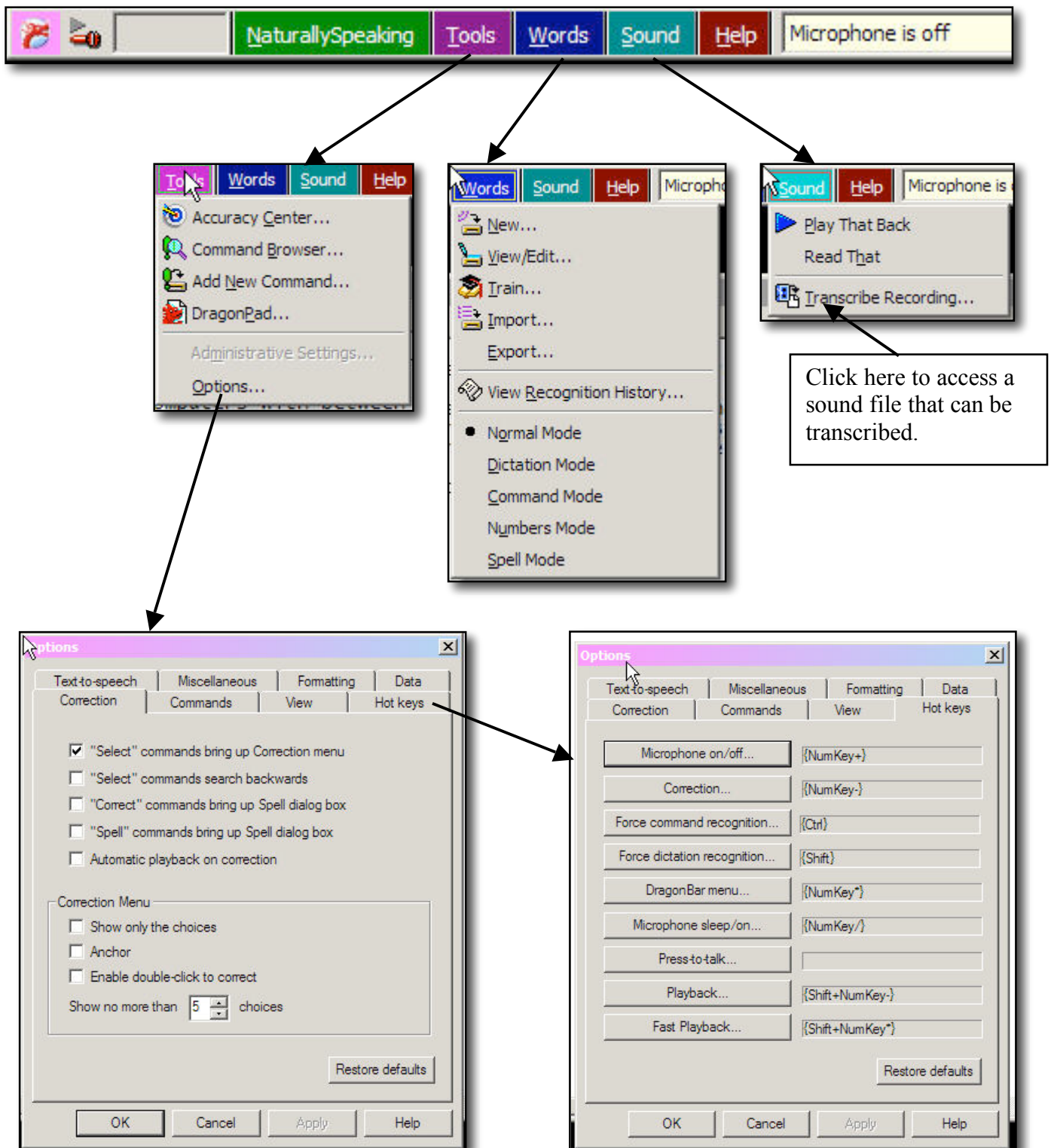


The fourteen steps in the tutorial include...

- Turning the microphone on and off
 - Note that while you can turn it off by voice, you cannot turn it on by voice.
- Natural punctuation
 - This puts in periods and commas. Autopunctuation can be turned on or off.
- Inserting punctuation
 - If you do not use autopunctuation, you can say *period, comma, question mark* etc.
- Tab, new line commands
- Go to sleep command
 - This temporarily makes program stop listening. You must pause before this command.
- Wake up command
 - This makes program start listening.
- Select command
 - This will send the cursor to any word or phrase that you say e.g. {pause} **Select Michael** This will highlight the word Michael in your text.
- Spell that
 - This brings up a screen that allows you to select an alternate spelling or on which you can enter a new spelling.
- Cap that
 - Text must be highlighted, then say **“Cap that”** The word will be capitalized.
- Select and replace
 - Select words with the select command and speak the new words which will then replace old ones.
- New Line
 - This sends the cursor to a new line.
- Go to bottom.
 - This sends you to the end of the text.
- Backspace
 - This moves the cursor back and erases any character that may be there.
- Scratch That
 - This deletes the most recent block of speech which was transcribed (usually between three and five words).

NOTE: When you are typing in a word processor, the dragon bar should be visible at the top of the screen.

Dragon Naturally Speaking 8 Preferred Menus

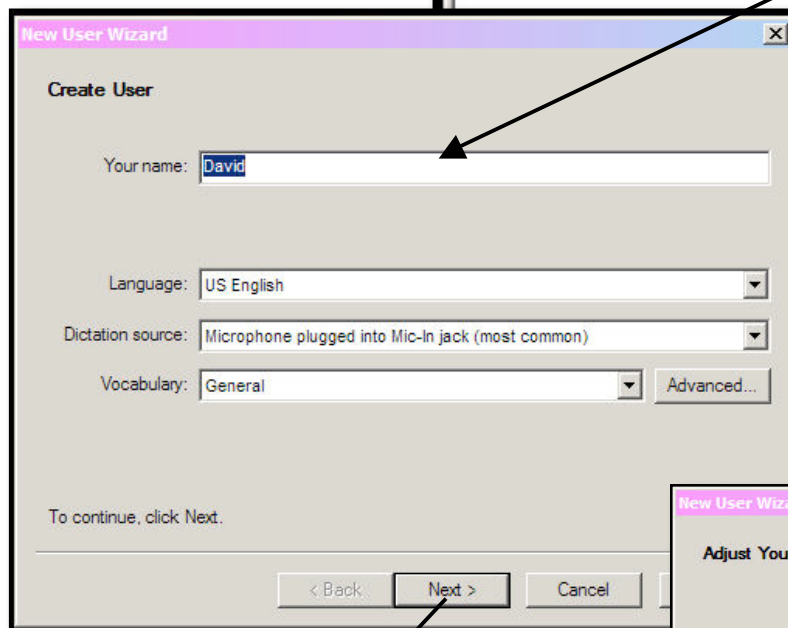
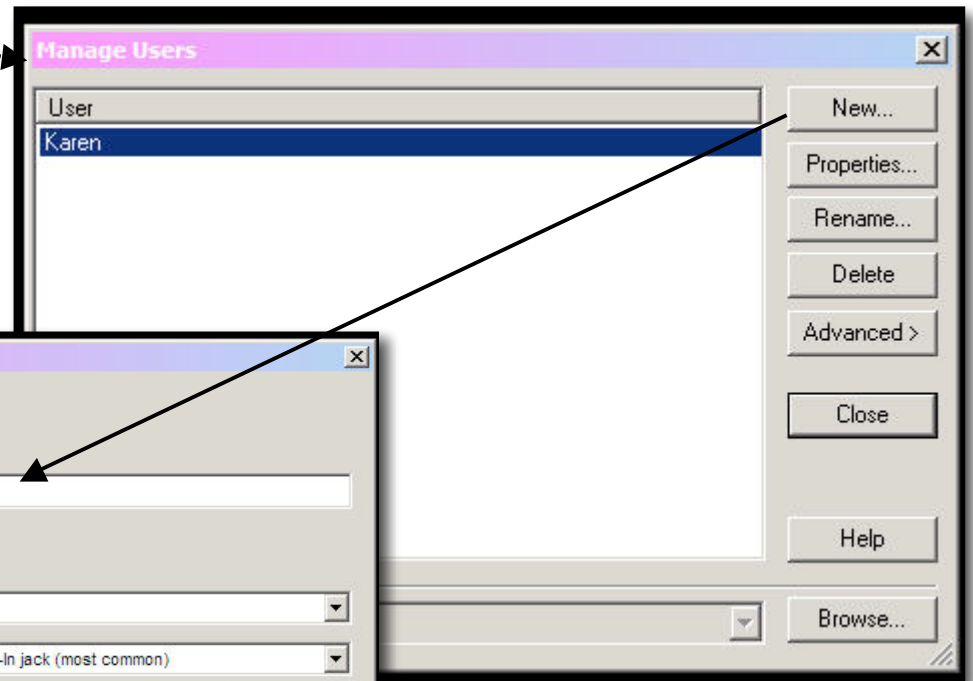
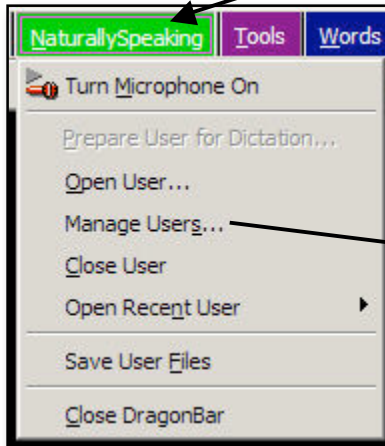


Add a User



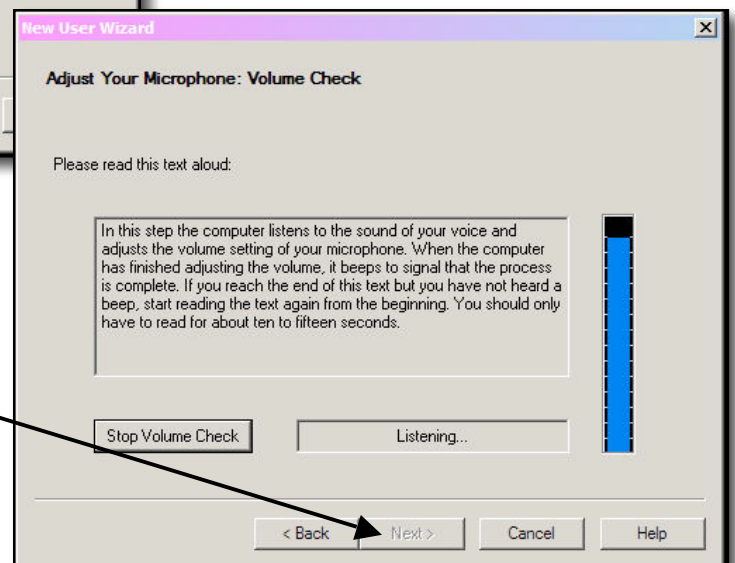
Steps

1. Click on Naturally Speaking in the main menu.
2. Click on Manage Users...
3. Click on New.
4. Type in the new user's name.
5. Test the equipment and train Dragon

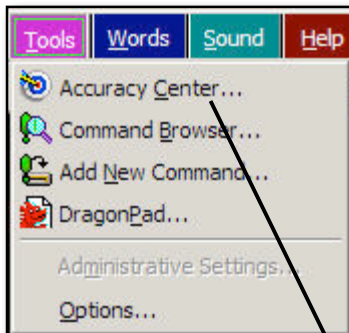
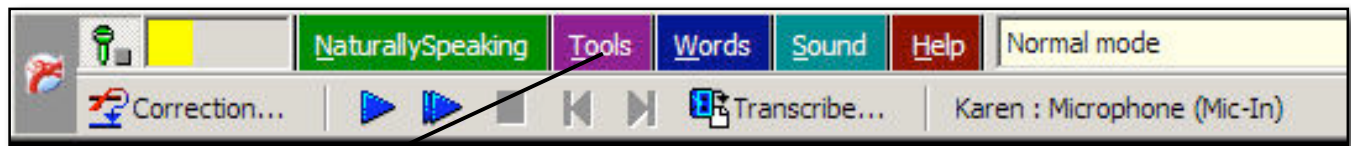


Clicking **Next** takes you to a screen which prompts you to check the volume of the microphone.

Subsequent screens check the microphone quality. If this test is passed, you will enter the training phase.



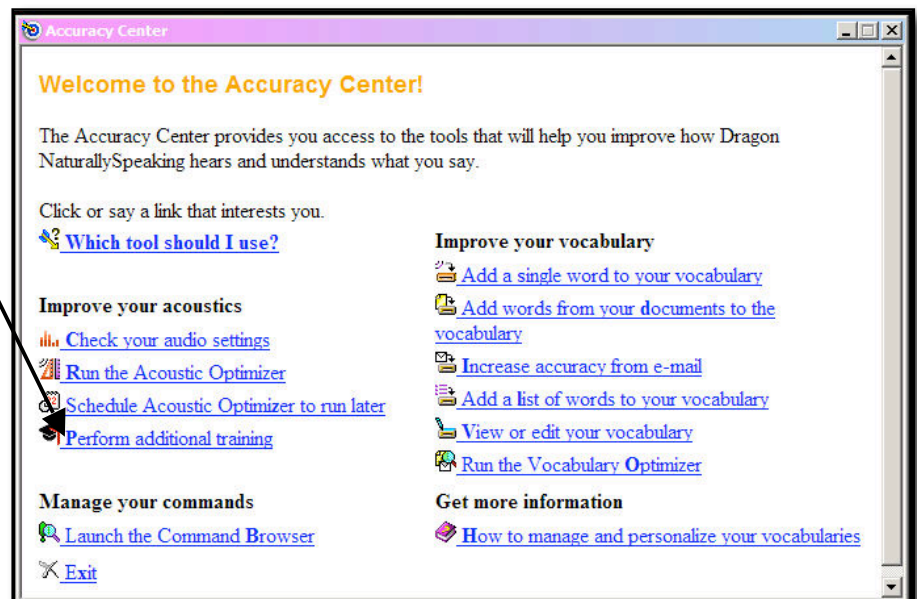
Perform Additional Training



steps

More training provides more accuracy.

1. Click on **Tools** in the main menu.
2. Click on **Accuracy Center...**
3. Click on **Perform additional training**
4. Read another of the passages.



Using Dragon Pad

